

JOB TITLE: PROJECT COORDINATOR/FORENSIC INTERVIEWER

JOB STATUS: 40 HOURS WEEK

STARTING SALARY: \$

REPORTS TO: FLATHEAD COUNTY SHERIFF

ASSIGNED TO THE DETECTIVE DIVISION

The Project Coordinator oversees and is responsible for the day to day programming and activities of the Flathead County Children's Advocacy Center (FCCAC) and the multidisciplinary team (MDT) ensuring compliance with the standards of the National Children's Alliance. This requires a high degree of collaboration among multiple member agencies and the ability to supervise the program management with various agencies throughout Flathead County. The Project Coordinator will also be responsible for conducting forensic interviews of children for agencies participating in the Flathead County MDT, preparing reports, and testifying in court as to the facts surrounding the interview.

JOB RESPONSIBILITIES:

Program & Planning:

- Manage the growth and development of the Center and the programs associated with the Center.
- Supervise and oversee the program management and on-going development of the program.
- Accountable for the resources of the FCCAC including managing the operating and capital budgets. As warranted and determined, the Coordinator will be responsible for the execution of grant writing and the responsibilities of the grants.
- Manage the case tracking and statistical information related to the number of reported abuses and the services provided by the MDT.
- Coordinate and facilitate meetings, peer review, and activities of the MDT. Track attendance of members and the progress of the MDT and FCCAC.
- Coordinate and facilitate meetings of the FCCAC's Advisory Board. Provide the Advisory Board with the status of the FCCAC and participate in strategic planning with the Advisory Board for the FCCAC.
- Ensure effectiveness and efficiency of the CAC and its programs including outcomes evaluations.
- Seek training opportunities for members of the MDT regarding child abuse investigation and interviewing techniques. Provide opportunities for the members of the MDT to receive cross-discipline training.
- Offer outreach to members of the community regarding the FCCAC and the MDT.
- Update as needed the Interagency agreement between the partner agencies of the FCCAC.
- Maintain positive working relationships with existing and potential CAC financial supporters.

Forensic Interviewer

- Attend recognized forensic interviewer training of minor children and maintain interviewing skills according to current accepted practices.
- Receives continuing education related to child abuse issues, including specific training as requested.
- Interview children victim/witnesses while coordinating interviews with members of the MDT and applicable law enforcement agency.
- Prepare reports of interviews and testify in court as needed.
- Track interviews conducted including the demographics of the children.
- Other job duties as assigned by supervisor to maintain the effectiveness and efficiency of agency operations and services.
- Coordinate referrals from agencies, medical providers, schools, parents and other parties collecting relevant intake information from the referral source.

QUALIFICATIONS:

A professional with a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field and one or more years working with children who may have been abused or neglected; or three years or more experience working with children who may have been abused or neglected or families in crisis along with prior forensic interview training preferred.

Position Description

- Full-time, 40 hours per week
- Benefit package: Health insurance, vacation and sick time

Action
Adopted

Date
9/21/09

Reference
Commissioners' Minutes